

**Michigan Supreme Court  
State Court Administrative Office**

**Position Available**

Management Analyst - Specialty Court  
Michigan Hall of Justice  
Lansing, Michigan

Salary Range: \$48,984 to \$72,683 with salary subject to experience.

**DUTIES:** Reports directly to the Trial Court Services Director. Manages specialty court programs, including drug treatment, parolee, family, mental health, and diversion. Has primary responsibility for the research and development of policies on specialized courts and dockets. Develops policies for assessment of substance abuse, treatment considerations, expedited case processing, alternative sanctions, and related matters. Assists local jurisdictions with the design, implementation, and evaluation of specialty courts. Develops and coordinates grant application and disbursement processes and monitors the disbursement and expenditure of funds for specialty court programs. Communicates with legislative and executive branch officials and staff, and participates in intergovernmental meetings on specialty court issues.

**SKILLS:** B. A. degree in court, public, business administration, or related field. Related degree in assigned specialty area may be required or accepted. Masters degree or JD preferred.

Three to five years of progressively more responsible experience in the administration of trial court operations, program management, and experience with specialty court programs.

The position will remain open until filled.

E-mail preferred to [benedictm@courts.mi.gov](mailto:benedictm@courts.mi.gov)

Or send cover letter and resume to:

**Human Resources  
Michigan Supreme Court  
P.O. Box 30052  
Lansing, MI 48909**

No faxes please.